

## Overview of PTA Events and Committees

*The following provides a summary of the main events and activities currently supported by Princeton PTA. There are many volunteer opportunities! Please look this over when you have a moment, it will give you an idea of where you can best share your time and talents with Princeton PTA. If you have any questions on any of the following, please contact the committee chair listed, Sue Shanahan, [iccqshanahan@verizon.net](mailto:iccqshanahan@verizon.net), or Jeanie Connolly [jconnolly@flagshipbank.com](mailto:jconnolly@flagshipbank.com), or drop a note in the PTA mailbox at the office!*

## PTA Calendar Events and Programs

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### **Fall Fundraiser – Yankee Candle Sale** Chair: Kristin Hojnoski (Sept/Nov)

Yankee Candle Sale is our biggest fundraiser of the year, generating nearly 30% of all funds raised by Princeton PTA annually. This sale is held in **September**. A good product coupled with strong community support has made this an anticipated yearly event.

Volunteer opportunities: Copying and distributing materials to students, collating orders, and working product pick-up when the orders come in **November**.

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### **Autumn Art Contest** Chair: Tess Bois (October)

*This year the Autumn Art Contest is being done in conjunction with the Mock Election activities being coordinated by the PTA Enrichment Committee.*

The Autumn Art Contest is an opportunity for PTA to support the creative talents of our students. In early fall students create a fall- or themed drawing. Artwork is judged by a local community volunteer and a winner is awarded for each classroom. Winners receive gift certificates to the BookFair. All artwork is used to decorate the walls in the cafeteria during the Spaghetti Supper.

Volunteer opportunities: Create theme, copy and distribute instructions to students, collect artwork, arrange for judging, hang artwork, arrange for prizes.

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### **Scholastic BookFair** Chairs: Judy Moore and team (November/June)

The Book Fair is another traditional PTA fundraiser. Coordinated through Scholastic Books, this is a good opportunity stock up on reading materials for your kids, do some early holiday shopping, as well as provide "Wish List" titles for teachers and classrooms. Students are scheduled to attend with their classes. Additionally, a family shopping night is held in conjunction with the Spaghetti Supper during the fall fair.

Volunteer opportunities: Volunteers are needed to help with setup/breakdown of the fair. Volunteers are also needed to work shifts during the day and during Spaghetti Supper.

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**Spaghetti Supper/Italian Festival**                      Chair: \*\*\*                      (November)

Spaghetti Supper/Italian Festival is a PTA fundraiser wrapped in a family night of community get-together fun! A chance for Moms, Dads and siblings to share a meal together with friends, neighbors, and school community members. Traditionally, our middle school science classes have supplemented their curriculum by providing the homemade bread for the supper. We have student artwork on display and hold the family Book fair sale the same evening. There are additional opportunities to provide entertainment or activities for the families during the evening event.

Volunteer opportunities: We are looking for a committee or committed cochairs! Additional volunteers are needed to help copy/distribute advertising flyers, reminders and signup sheets, make posters, and work shifts selling tickets, purchasing, preparing, serving and cleaning up the meal. Also need an idea for dessert or a coordinator for baked goods donations. Additional opportunities to expand this event w/ some type of entertainment or activity.

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**Holiday Workshop**                      Chairs: Sharon Mele and team                      (Nov./Dec.)

Holiday workshop is held annually in early December. This fundraiser provides a fun opportunity for students to shop for friends, family and pets! The Holiday Fair committee works all year round scouting for bargains, crafting, and coming up with creative products to stock their workshop. This is not a “boxed” fair!

Volunteer opportunities: Help organize items for sale including shopping, packaging, wrapping and pricing, copy and distribute notices and schedules, help with setup/breakdown of fair, and working shifts during kids shopping time. Any crafters are also encouraged to contribute items for sale at the fair.

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**PTA Reflections Program**    Chair: \*\*\*                      (January)

The Reflections Program is an Arts/Literary program sponsored by the National PTA. Each year a theme is announced, and students are given the opportunity to submit artwork, writing, mixed-media or musical composition which ties to the theme. Entrants are judged locally, winners are submitted to the State PTA, and potentially National PTA. Past themes have been “It Makes Me Happy When.....”, and “A Different Kind of Hero”. Thomas Prince School has had several past winners in this program.

Volunteer opportunities: The chairperson for this role is vacant and we were unable to support this program last year. If you are creative, or are interested in fostering the arts in our students, please consider learning more about this program! The previous chairperson is available to for guidance.

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**Winter Family Night Out – Chairs: \*\*\***

This “committee” generally is responsible for coming up with some interesting events where families can get together for an evening of fun and entertainment. For the several years, PTA has sponsored a “Princeton Night at the Ice Cats/Worcester Sharks”. Last year we held a “Family Skating Night” at Roll-on America. There are opportunities for additional family programs, based on any other ideas or interests people may have and be interested in organizing.

Volunteer opportunities: Family night at the Sharks involves coordinating the evening w/ the team’s marketing group, distributing flyers, collecting ticket orders, distributing tickets. Opportunities or ideas for other Family Activities are welcome, and volunteers are encouraged to present ideas to PTA. Please consider volunteering to organize an event you think your family, friends and students would enjoy.

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**Spring Fundraiser** Chair: Carol Antonio/KidsArt, others TBD (April)

PTA traditionally holds a second fundraiser each year, which helps support the many programs we sponsor. In the past we have done Plant/Bulb sales, Spring Candy/Gift catalog sales, Tee Shirt sales, Wreath Sales.....The past couple years we have done a “kids art” program. We are always on the lookout for creative new opportunities for a quality fundraiser. The PTA mail is always flooded with flyers, and there are some great ideas out there. People tend to be more receptive to a “fun” or “fun-ctional” fundraiser, so let’s get creative and come up with some good ideas. Some suggestions have included a calendar raffle, family night event, gardening plants and products .....February-April would be the target timeframe for this fundraiser.

Volunteer Opportunities: We need a chair to spearhead this effort.

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**Community Reading Day** Chair: (Hospitality committee) (March)

Community Reading Day is organized by a teacher volunteer. The school arranges for community volunteers to come into classrooms and read to students. PTA plays a role by hosting a reception for readers.

Volunteer Opportunities: PTA person needed to arrange for volunteers to provide baked goods, refreshments, paper goods. Set up morning of Reading Day. This year’s event is scheduled for March in conjunction with Read Across America day (Dr. Seuss’ birthday).

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**Cake Walk/Ice Cream Social/Basket Raffle** Chairs: Annette Markel/Sue Shanahan/Marcia Wiles  
(March)

What's a Cake Walk anyway?? The Cake Walk/Ice Cream Social is a long-standing Thomas Prince tradition, which actually serves as a pretty good fundraiser for PTA. Basically "musical chairs with cakes", this is a fun family event held each March where kids get to see their friends, listen to some fun music, and take their chances at winning a cake! When you tire of the commotion in the gym, you can take an Ice Cream Sundae break in the cafeteria. Recently we expanded this event to include a very successful Basket Raffle. This has proven to be a fantastic fundraiser, and great "competitive fun" for the different classes that have donated baskets. The students really enjoy seeing the baskets their classes have created – almost as fun as the chance of winning one!

Volunteer Opportunities: Each sub-piece of this evening needs a mini-committee to help coordinate and get everything organized. Many volunteers are needed to donate cakes. Volunteers are also needed to help with marketing/advertising, sell tickets, work the gym during the "walk", and scoop ice cream, help with basket presentation/setup.

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**Teacher Appreciation Week/Luncheon** Chair: Carrie Phillips (May)

Nationally-recognized "Teacher Appreciation Week" is held in May each year. PTA honors our teachers by hosting a nicely presented luncheon.

Volunteer Opportunities: Volunteers are needed to donate/bake food for luncheon, organize purchased items, create and distribute invitations. Also need volunteers for presentation/setup, serving and cleanup.

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**Spree Day/End of Year Celebration** Chairs: Sue Shanahan/Marcia Wiles/Andy Cudmore

As a reward for a year of hard work, PTA has been hosting an end of year celebration for students and families. We have done Spree Day and a Family Outdoor Concert in recent years. Spree Day is an afternoon of fun and games held at the end of the school year. Games, races, crafts, amusements, cotton candy and fun help celebrate the warm weather and a successful school year. The Family Concert was a fun evening of "picnics, dancing, clowns and entertainment", held outdoors for families to enjoy the warm spring weather.

Volunteer Opportunities: It takes many volunteers, and many good ideas to make these large events a success. The Family Celebration/Spree Day Committee begins planning in the spring, looking for ideas for booths, crafts and games, making posters, and lining up volunteers. During Spree Day, volunteer parents are needed for setup/breakdown, and for running the many booths and games.

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## **Summer Reading Program Chair:**

A few years back, PTA launched the “Rewards for Reading” program. Last year the program was joined as a summer reading kick-off, and was coupled with as part of the spring Bookfair. Forms are distributed in June. Students are asked to keep track of books read during the summer. As books are read, students log their reading and earn a “chance” in a drawing for some great prizes. In September, forms are collected, and a “Reading Raffle is held for all participants during lunch period. We’re on the lookout for ideas to increase participation, and to highlight the program in the fall.

Volunteer Opportunities: Volunteers distribute forms, collect reading lists, obtain prizes, distribute tickets and hold the drawing in September. The program also requires advertising/marketing flyers, posters, etc.

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## **Summer Mailings/Phone Directory Chair: Janet Knapp**

PTA phone directory forms are distributed collected and directory assembled, copied and distributed. This is an annual service that PTA provides to the school community

Volunteer opportunities: be available to help with the copying and mailing. Help get the phone directory organized, assembled and distributed.

## **PTA Ongoing Activities and Committees**

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### **Teacher Mini Grants Chair: Denise Adams/Marcia Wiles**

The majority of all funds raised by the PTA are used towards Teachers Mini Grants, Teacher Wish Lists, and the Enrichment Programs PTA sponsors. The Mini Grant Program provides teachers with funds for extra learning tools which supplement their classroom curriculum. Past grants have supported a variety of requests including: math/science toolkits, classroom dictionaries, classroom cameras, art materials, nature trail exploratory aids, supplemental reading/novels, educational software/videos.....

Volunteer Opportunities: Mini-Grant committee distributes letters to teachers, reviews applications, and meets to make decisions on grants, based on annual PTA budget allocation.

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### **Teacher Wish List Chairs: Sue Shanahan, Marcia Wiles**

The Wish List program was created to give teachers the opportunity to request funding for items they “wish they had...” in their classrooms - but were unable to meet with typical budget constraints. Items requested in the past have varied from electric pencil sharpeners, to poster paint, to math manipulatives that supplement the current curriculum. This is a good opportunity to put more of our PTA dollars directly back into the classrooms.

Volunteer Opportunities: Similar to Mini-grants - distribute letters to teachers, review

requests, and make decisions based on allocated budget, work with office staff and PTA Treasurer on ordering, reimbursements, etc.

Note: This year we are considering combining the two grant programs, as well as looking at a “grant opportunity” that will allow PTA to more directly support the schools SIAM council and the approved “School Improvement Plan” for TPS.

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**Enrichment Committee Chairs:** Lee Edwards, Heather Forkey

Along with Mini Grants and Wish Lists, the majority of funds raised by the PTA are used towards Enrichment Programs. For the past couple years, we have organized our enrichment programs around a schoolwide annual theme. This year’s theme is “Big World, Small Planet”. These programs bring in special presenters, artists, musicians, writers, scientists, storytellers.....to provide assemblies and workshops for students. These programs are designed to “enrich” or supplement the standard curriculum taught at the school. The Enrichment Committee has the daunting task of sorting through the many programs available – to locate those that would be most interesting and value-added to our students. The goal is to evenly allocate programs to all grades, and to provide programs that are balanced between the arts, literary, historical, and math/science.

Volunteer Opportunities: Volunteers and committee members decide upon a them, review the Enrichment programs available, and meet regularly to discuss and plan the programs within the allocated PTA budget. Volunteers are also needed to coordinate the events on the days of the programs, as well as organize necessary publicity, newspaper articles, flyers, teachers packets, etc.

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**Membership Committee:** Chair: officers or volunteer committee

The goal of this committee would be to explore creative ways to maintain a strong membership base for Princeton PTA. This would involve “back to school” programs, or activities, coordinating membership flyers and registrations, and working with the PTA and the school, to encourage a healthy membership for Princeton PTA. All the good work we do cannot be done without a strong pool of volunteers!

Volunteer Opportunities: Help create, distribute back-to-school flyers and forms. Support PTA Membership drive efforts by helping at a “back to school” table at early fall school events and curriculum nights. Come up with creative new membership drive ideas.

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**Community Service** Chair:

The goal of the Community Service Committee is to bring a sense of community spirit, charity and volunteerism to our students. Last year, for example, a very successful can drive/contest was held in conjunction with “Spree Week”. Donations were made to several local food banks. We also held a toy drive for homeless children living in shelters. This year, there are more ideas in the works for charitable programs to be held

in conjunction with traditional PTA events. This committee can also work with the students/student council in coming up with creative community service opportunities.

Volunteer opportunities: Volunteers are needed to help define programs, distribute to students, and organize the events.

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**Box Tops for Education** Chair: Melissa Cumming

Thomas Prince School has been an active participant in the “BoxTops for Education” program for several years. Collections have averaged about \$600 a year over the last several years. Classroom collection contests are planned to encourage participation. For this year, PTA has voted to allocate all BoxTops proceeds towards Beautification projects around the school. So keep clipping!

Volunteer opportunities: Help spread the word to keep clipping! Help distribute collection boxes, help count/collate the collected boxtops, and coordinate monthly contests.

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**Hospitality/Outreach** Chair:

This is a loosely-defined committee that would be responsible for a variety of activities including: arranging for refreshments and snacks for babysitting and PTA meetings, keeping track of teacher retirements and PTA gifts, being a focal point in the community for new families/parents to help introduce them to PTA and how they can be involved, Organize activities such as the “teacher’s holiday cookie surprise”, or any other ideas to promote school community.

Volunteer Opportunities: Be available “as needed” to support the above mentioned activities.

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**Publicity/Website/Communications** Chair:

We are looking for a PTA “Webmaster”. This person would be responsible for maintaining the PTA website, ensuring that it is kept up-to-date with calendar information, forms, or meeting minutes; and working with the school technician to ensure the information is kept up to date.

Volunteer Opportunities: Other volunteers are needed to help coordinate material for publication on website, including any photos, or writeups on PTA events. Also help with PTA “Public Relations” – help get articles in to the Landmark , school newsletter, posters, etc. Opportunities range are as simple as helping with photocopying and distributing notices, to being a true “PR” person - and helping write articles for the newspaper, creating posters/flyers for PTA events, etc.

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## **Recording Secretary and Officer Positions**

We currently have the Officer position of Secretary and Vice President open. A secretary is needed to: take and record meeting minutes, keep a file of all meeting minutes, collect and keep file of all committee reports, help with logistics such as school room reservations, send thank you notes for donations, etc. If interested, we could use your help! It takes a lot of paperwork to keep all these PTA activities organized!! A vice president would help with membership activities among other areas.